# State of Maine 2011 Homeland Security Grant Program Instructions for Electronic Filing of Grant Request

The entire Homeland Security Grant Program application form is contained in one document. This document will be submitted via e-mail to MEMA, and forwarded to County EMA offices for review. The signature page and any required quotations must be **FAXed** to **207-287-3180**, **Attention D. Sullivan-Alley OR** scanned and e-mailed to **HSGrants.Maine@maine.gov**.

The **free** Adobe® Reader software is required to fill out the form. If you don't have this software, or want to upgrade your version, it is available **free** at: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>

If you encounter technical difficulty with the application process, you may:

Call MEMA at 1-800-452-8735 and ask for assistance with Homeland Security grant forms,	, OR
E-mail your question to <a href="mailto:HSGrants.Maine@maine.gov">HSGrants.Maine@maine.gov</a>	

Filing the Grant Application consists of these five steps:

- A. Download and save the form
- B. Fill out the form
- C. Transmit the form via e-mail
- D. Print, sign and FAX (or scan and e-mail) the cover page
- E. FAX (or scan and e-mail) required quotes from vendors

#### A. Download the form

The form, guidance documents and sample form are available at: <a href="http://www.maine.gov/mema/homeland/home\_grants\_current.shtml">http://www.maine.gov/mema/homeland/home\_grants\_current.shtml</a>

- 1. If you open the form directly with Adobe® Reader, immediately press the "Save This Form" button at the top left of the first page. Give the form the name of your jurisdiction or organization (make sure the .pdf part of the name is retained)
- 2. If you save the form to disk first, open it with Adobe® Reader from where it is saved on your computer, and immediately save it as above.
- 3. Download and read the Grant guidance to assist you in preparing the application

#### B. Fill out the form

- 1. Review the guidance and the application form carefully to determine what information is required
- 2. Open the application form in Adobe® Reader (Acrobat Professional will also work if you happen to have it).
- 3. Depending on what version of the Reader you have, you may need to check "Highlight Fields" and ""Highlight Required Fields" at the top of the document in order to see the highlights. (Fields to fill in should be highlighted in **pale blue**, and required fields **bordered in red**.
- 4. On the front page, check the categories you are applying for (Interoperable Communications, Other Homeland Security Equipment, Training, Exercise, Planning).
- 5. Go through the document and enter information in all the required fields. Save the form often to ensure that you don't lose any information in the event of a computer problem.
- 6. Print and proofread the form.
- 7. Obtain your internal approvals for submission.

#### C. Transmit the form via e-mail

## 2011 HSGP Instructions

- 1. Save the form for your records
- 2. Print the form if you wish (after you have saved the form you can open and print it at any time).
- 3. Press the green "Submit the Application" button at the bottom of the cover page. IF you have filled out all required fields, you will now be prompted to e-mail the form.

**IF** you have a desktop e-mail program such as Outlook, Outlook Express, Thunderbird, etc., the e-mail will be prepared for you when you push the button.

- a. An unsent e-mail message will be displayed, addressed to HSGrants.Maine@maine.gov, with the application form attached
- b. If there are other people you would like to receive a copy of the submission, add the additional addresses to the cc: line of the message. (DO NOT change the "To" line )
- c. Write any additional comments in the e-mail
- d. Add your contact information to the body of the e-mail
- e. Send

IF you are using a web-based e-mail system such as Yahoo or Gmail:

- a. Save the application form
- b. Open your e-mail system and start an e-mail to HSGrants.Maine@maine.gov
- c. If there are other people you would like to receive a copy of the submission, add the additional addresses to the cc: line of the message.
- d. Attach the application to your e-mail
- e. Write any additional comments in the e-mail
- f. Add your contact information to the body of the e-mail
- g. Send

*IF* you have missed a required field:, you will be prompted to supply the missing information.

- a. Go back through the form, looking for a field marked in red which you have not filled out
- b. Enter the required information
- c. Save the form again
- d. Press the "Submit the Application" button again, and e-mail the application as directed above.

# D. Print, sign and FAX (or scan and e-mail) the cover page

- 1. Go to the front page of the form
- 2. Press the "Print this page" button on the top right
- 3. Have the authorizing official sign the form
- 4. FAX the signed form to: 207-287-3180, Attention D. Sullivan-Alley
- 5. OR scan the signed form, attach to an e-mail, and send to HSGrants.Maine@maine.gov

## E. FAX (or scan and e-mail) associated quotes from vendors

- 1. FAX the guotes to: 207-287-3180, Attention D. Sullivan-Alley
- 2. OR scan the quotes, attach to an e-mail, and send to HSGrants.Maine@maine.gov

\*\* Make sure it is clear to which application the quotes belong \*\*.